

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on April 14, 2021 at the District office. President Lloyd Ross presided.

**ATTENDEES:**

*Directors: Gene Helberg, Seth Price, Tom Cahill, Lloyd Ross (via zoom)*  
*District Employees: Julie Spencer, Mimi Wildeman,*  
*Engineering: Jeff Cicon P.E, Morrison Maierle (via zoom)*  
*Public: Bill Myers -Bayside Park & Marine Center, LLC Lake Avenue (via zoom)*

**Pledge of Allegiance**

**READ AND APPROVE MINUTES:**

The minutes of the March 12, 2021 General Board Meeting were reviewed for approval. Cahill made a motion to approve the minutes, Helberg seconded, and it was unanimously.

*RESOLVED*, That the minutes of the March 12, 2021 Board Meeting be approved.

Cahill made a motion to move Public Comment up in the Agenda, Price seconded, and it was unanimously.

*RESOLVED*, That moving up the Public Comment in the Agenda be approved.

**PUBLIC COMMENT**

Bill Myers representing Bayside Park & Marine Center is requesting that Bigfork Water & Sewer reconfigure Lake Avenue. After much discussion was had the Board stated that it stands with the decision that was made in 2017.

**CONSENT AGENDA**

Ross asked for discussion, no further discussion Helberg made a motion to approve, Cahill seconded, it was unanimously.

*RESOLVED*, That the Consent Agenda be approved.

**READ AND APPROVE AGENDA**

Ross asked for discussion, Price made a motion to approve the Agenda, Cahill seconded, it was unanimously.

*RESOLVED*, That the Agenda be approved.

## **OLD BUSINESS**

**Operations Report-** Ross asked for discussion. Spencer updated the Board regarding the water loss. Cahill made a motion to approve the Operators report, Price seconded, and it was unanimously.

*RESOLVED*, That the Operators Report approved as submitted.

**Purchasing Security Cameras for District Sites-** this was tabled. Cahill mentioned he would like to see a couple more quotes.

**Engineering update, Jeff Cicon**

### **Water System**

- The project has been submitted to MDEQ for review for compliance with public water standards and SRF program requirements. It has also been submitted to MDT for an encroachment permit.
- An amendment to the PER will be required due to the increased tank size (from 0.75 million gallons to 1.00 million gallons) and clarify that the primary purpose of the tank is for operational storage.
- We are proceeding with a pre-selection process for the tank manufacturer. This will allow the District to procure a tank contractor prior to bidding the project.
- We are planning to procure 16" valves prior to bidding due to the long lead-time for American Iron and Steel compliant valves. We are also looking at procuring the PVC transmission main pipe due to shortages.

### **Wastewater System**

- **Task Order #36: Bay Sewer Replacement Project**
  - Construction is underway on the Bay Sewer project. LHC has two pipe crews working on the project to push the project along and minimize the disruption to businesses and residents. They have completed the installation of the lift station wet well and have completed approximately half of the sewer along Osborn Avenue.
  - Work is progressing steadily but relatively slow due to challenging site conditions. The trench is very unstable due to the soil type, large rocks, limited space, and number of service reconnections. LHC is still planning to demobilize for the summer at the end of May.
  - We are holding weekly Construction progress meetings with the LHC. These meetings are also attended by District Staff and the Construction Committee (Tom and Gene). Meeting notes are available upon request.

- Several businesses have reached out and are concerned about the road closed signs deterring potential customers from shopping downtown. The District is planning to have banners printed alerting the public that downtown is open for business. The banners will be placed by the entrance to Bigfork sign.
- Please direct any questions from the public to either Julie or myself so we are giving a consistent message. Mimi and I attended a Chamber event on April 8 to give a project update to those in attendance. Two email updates have been submitted to residents giving them an update of the project. These updates were also sent to the Chamber email list, the District's website, and the District's Facebook page.
- LHC has submitted Application for Payment #5 to cover the cost of mobilization and the new package lift station. Morrison-Maierle has reviewed the application and determined it to be correct and complete.

**Board Action Item:** *Payment Application #5 to LHC, Inc. The Board has the following Options:*

1. *Approve Payment Application #5 in the amount of \$268,961.83 (+\$2,716.79 Gross Receipt Tax).*
2. *Other as recommended by the Board.*

Ross asked for discussion, Cahill made a motion to approve the Payment Application #5 in the amount of \$268,961.83 + \$2,716.79, Helberg seconded, it was unanimously.

**RESOLVED**, That the Agenda be approve the Payment Application #5 in the amount of \$268,961.83 + \$2,716.79.

- **Task Order #38: West Trunk Sewer Modelling**

- We have completed necessary field measurements and reviewed the record drawings to establish the horizontal and vertical geometry of the West Trunk Sewer (WTS). In addition, we reviewed historical flows to the Wastewater Treatment Plant (WWTP) and lift stations in the west portion of the District. These flows will serve as the basis for the sewer model. The District typically sees peak flow into the WWTP and lift station in July, so the model will likely use this as the basis of the flow assumptions.
- We have begun importing existing sewer use data from the District into GIS, which will be used by the model to estimate existing capacity.

## **Development Review**

- The Settlement Subdivision – No Update.
- Saddlehorn No. 11 – No update.
- Blenn Street Water and Sewer Extension – No update.
- Eagle Bend No. 20 – No update.

- The Fort Subdivision – We have completed our review of the subdivision and submitted a letter to the District to transmit to the Developer.

## **NEW BUSINESS-**

*Coal Tax Funding-* Spencer informed the Board that this Resolution does not need to take place until the fall.

President giving Vice President Authority to sign contractually in his behalf during time of President's absence. Ross called for discussion. Cahill made a motion to approve the contractual signatory ability of the Vice President and adding the wording to the Board Bylaws, Price seconded, it was unanimously.

*RESOLVED*, To approve the contractual signatory ability of the Vice President and adding the wording to the Board Bylaws.

- Amend Board Bylaws to reflect

## **COMMITTEE REPORTS**

*Annexation, Main Extensions & Construction ..... Helberg & Cahill*

- Account 1799-00 and 1800-00 informational update regarding letter.
- Ranch Contract- Spencer updated sent an email but has not heard back.

*Purchase of Additional CD Investment – ..... Price & Ross*

- FDIC Investments- no change.

*Employee Insurance, Compensation & Certification & Safety ..... Helberg & Keenan*

- Review of Employee Handbook – on going
- New hire of temporary employee and possibly hiring a second.

*Pretreatment Regulations ..... Cahill & Price*

*Budget & Rate Structure ..... Helberg & Ross*

- Asset Replacement Valuations- on going

*Rules & Regulations ..... Cahill & Price*

- *Rules and Regulations* - ongoing we need to get Up-To-Date Design and Engineering Standards this needs to be completed as soon as possible.

*Farmland..... Helberg, Cahill*

- 2021 Crops will be Canola and Spring Wheat the bins are empty.

## COMMUNICATIONS

Letter from Holland

## *ADJOURNMENT*

Ross called for a motion to adjourn Price moved, Helberg seconded, and it was unanimously.

RESOLVED that the public meeting be adjourned at 2:00 p.m.

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Secretary, Mimi Wildeman

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Minutes approved by:

President Lloyd Ross